







Name/Address/Work County List - Report Instructions

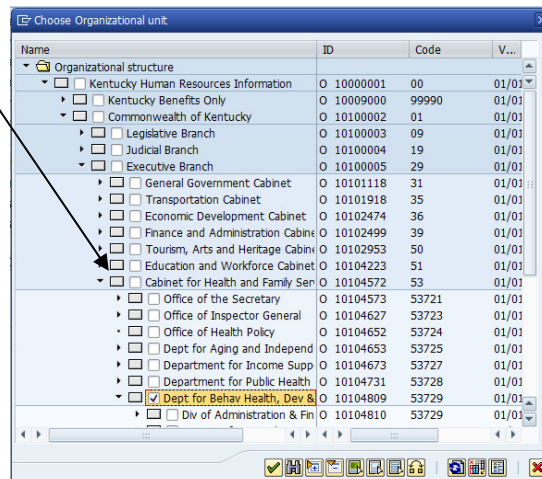
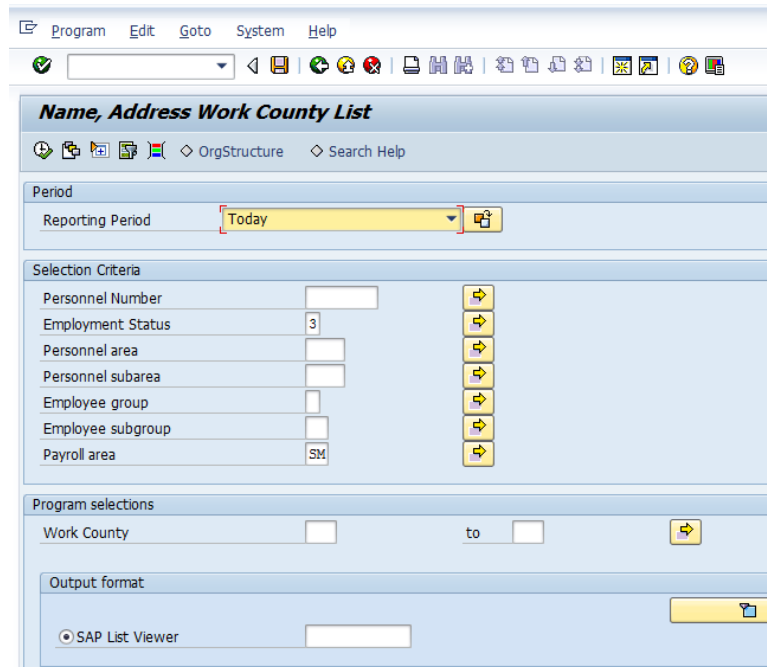


Use this report to display a list of the following for a list of employees: Names, Addresses, Org Units, and Work Counties.

1. From the main screen, type transaction code: **ZPAQ0029**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Reporting Period* – Choose a period from the list.
4. There are a couple of ways to search using this report. For example, if you want to display a list of tasks for an org unit, click the **Org Structure** button  **OrgStructure**.
5. Drill down to the select the org unit, then click the **Continue** button .

OR


Click for specific employees; click the **Multiple Selection** button  to enter PerNrs.

















Name	ID	Code	V...
Organizational structure			
Kentucky Human Resources Information	O 10000001	00	01/01
Kentucky Benefits Only	O 10009000	99990	01/01
Commonwealth of Kentucky	O 10100002	01	01/01
Legislative Branch	O 10100003	09	01/01
Judicial Branch	O 10100004	19	01/01
Executive Branch	O 10100005	29	01/01
General Government Cabinet	O 10101118	31	01/01
Transportation Cabinet	O 10101918	35	01/01
Economic Development Cabinet	O 10102474	36	01/01
Finance and Administration Cabinet	O 10102499	39	01/01
Tourism, Arts and Heritage Cabinet	O 10102953	50	01/01
Education and Workforce Cabinet	O 10104223	51	01/01
Cabinet for Health and Family Services	O 10104572	53	01/01
Office of the Secretary	O 10104573	53721	01/01
Office of Inspector General	O 10104627	53723	01/01
Office of Health Policy	O 10104652	53724	01/01
Dept for Aging and Independ	O 10104653	53725	01/01
Department for Income Supp	O 10104673	53727	01/01
Department for Public Health	O 10104731	53728	01/01
Dept for Behav Health, Dev &...	O 10104809	53729	01/01
Div of Administration & Fin	O 10104810	53729	01/01







- Click the **Execute** button  or press **F8** to execute.

[Program](#)
[Edit](#)
[Goto](#)
[System](#)
[Help](#)











Name, Address Work County List







1 OrgUnit
 [Search Help](#)


Period

Reporting Period:


Selection Criteria

Personnel Number	<input type="text"/>	
Employment Status	<input type="text" value="3"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
Employee group	<input type="text"/>	
Employee subgroup	<input type="text"/>	
Payroll area	<input type="text" value="SM"/>	

Program selections

Work County: to


Output format

7. You may export the report to Excel.

Export to Excel

- From the menu bar choose:
List ➔ Export ➔ Local File

Save list in file...

In which format should the list be saved ?

- ☐ unconverted
- ☒ Spreadsheet
- ☐ Rich text format
- ☐ HTML Format
- ☐ In the clipboard

OK Cancel


- Choose Spreadsheet.
- Choose the file location and type the file name.
- Click **Generate**.

File Edit Settings Help

Name, Address Work County List

Name, Address Work County List

Agency Org Unit	Agency Name	Last name	First name	Middle name	Pers.No.	Street and House Number	2nd Address L.	City	Rg	Postal Code	Work County
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								TN		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
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1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								TN		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		
1014809	Dept for Behav Health, Dev & Int Disab								KY		

- Click the **Back** button  or press **F3** to return to the previous screen.